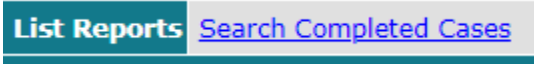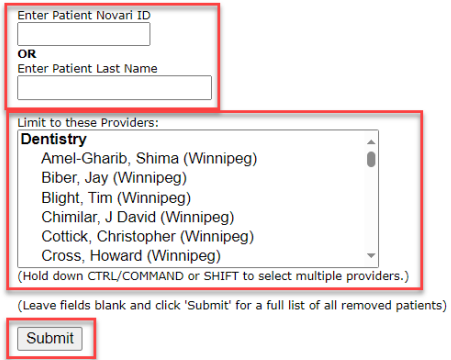# SWIM – Access to Care
Search Completed Cases

Quick Reference Guide

How to find the Case Details for a case that was completed or removed from the waitlist. Search results are only viewable, no changes can be made to a case. If documents were attached to a case, they are viewable and printable.

Search Completed Cases	
1. Reports module	• Open the **Reports** module *(Reports icon)*
2. Find report	• In the **List Reports** section, select **Search Completed Cases** *(List Reports — Search Completed Cases)*

3. Enter search criteria	• Enter the patient's **Novari ID number** or **last name**
	• Select the **surgeon**
	• Click **Submit**
	
	Keep PHI a secret!
	
	Enter Patient Novari ID
	OR
	Enter Patient Last Name
	
	Limit to these Providers:
	Dentistry
	  Amel-Gharib, Shima (Winnipeg)
	  Biber, Jay (Winnipeg)
	  Blight, Tim (Winnipeg)
	  Chimilar, J David (Winnipeg)
	  Cottick, Christopher (Winnipeg)
	  Cross, Howard (Winnipeg)
	(Hold down CTRL/COMMAND or SHIFT to select multiple providers.)
	
	(Leave fields blank and click 'Submit' for a full list of all removed patients)
	
	Submit

4. Select the patient	• From the **Search Results**, select the patient by clicking on the blue hyperlink and view the **Case Details** ⊘ **Other cases may display in this list if your provider was not selected in step 3 but Case details will not be viewable if you do not have permissions to view the other providers.**